

Business License Update & Proposed Liquor License Ordinance Changes

February 22, 2021



★ A GREAT AMERICAN STORY ★

Background

- Several meetings with Chamber, EDC, Mayor and Councilmember Steinmeyer
- Met with staff from KC Biz Care
- Chamber and EDC were to reach out to local business to gather feedback on process.

Redesigned Business License Webpage

Regulated Industries Division

Business Licenses, Liquor Licenses, and Employee Permits

The Regulated Industries Division of Community Development is responsible for managing the business license, liquor license, and employee permitting application and renewal process. The division also ensures businesses remain in compliance with city code through field inspections and administrative hearings. If you have questions please contact regulated industries.



Start-up or Small Business Owner?

Visit our business development site for information and resources for starting a business in Independence. You can also contact the Independence Chamber of Commerce or Independence Economic Development Council for more resources.

[New Business Requirements Checklist](#)

Business & Landlord Licenses

Any business operating or providing a service in Independence is required to have a Business License. This license is required before a business can begin to operate. All business licenses are effective for 1 year from the month of issuance and renewed annually thereafter. A few professions such as doctors, dentists, and lawyers, do not require business licenses.

Apply, Renew, or Pay Outstanding Balances Online:

[Apply for a Business License](#)

[Apply for a Landlord License](#)

[Renew a Business/Landlord License](#)

[Pay Outstanding Balance](#)

[Printable applications and forms](#)

[Search for a General Business License](#)

[Search for a Landlord License](#)

Liquor Licenses (Business)

Businesses wishing to sell liquor in Independence must obtain a liquor license from the City of Independence, Jackson County, and the State of Missouri, and have a valid City Business License before operating.

The Regulated Industries Division coordinates the application and review process for these Liquor Licenses. Once a completed application is made, staff will add the application to the first available City Council Meeting for approval. Applications can be made online or packets downloaded and returned to staff. In addition to the liquor license for the business, employees who will serve or sell alcohol are also required to obtain an Employee Liquor Permit.

Apply, Renew, or Pay Outstanding Balances Online:

[Apply for an Liquor License](#)

[Renew a Liquor License](#)

[Pay Outstanding Balance](#)

[Printable applications and forms](#)

Created New Business Webpage

Business Development

Thank you for your interest in Independence as the home for your small business. Whether you are a lifelong resident or someone seeking new opportunities here like the westward travelers of our past, you will find we are a community that will support you on this journey. The process of starting or expanding a business is exciting but challenging. You may have lots of questions about the process involved, the permits and licenses you need, and resources available to you. The City of Independence and our partners are committed to supporting small business development by providing you resources and information about the process.

New Business Requirements

[New Business Requirements Checklist](#)

Other Business Guides

[Business Licenses & Permits Guide](#)

[Guide to Obtaining a Taxi and Transportation License](#)

[Liquor License Code](#)

[Itinerant Merchants License Requirements](#)

[Temporary Charitable & Nonprofit Retail Events Guide](#)

Created New Business Checklist



New Business Requirements Checklist

Regulated Industries Division
111 E. Maple Ave.
Independence, MO 64050
blicenses@indepmo.org
(816) 325-7079

Businesses with operations in Independence are responsible for obtaining all required licenses and permits prior to conducting business or making certain modifications to their facilities. This checklist provides a list of necessary information, licenses, and permits that must be obtained (if applicable) prior to operating a business in the City.

Before you Apply for a Business License:

Federal, State, & County Requirements

- Your business is required to obtain an Employer ID Number/Federal Tax ID (FEIN) if you will have employees, pay certain taxes, or plan to open a business bank account.
FEINs are issued by the IRS and can be applied for online: <https://www.apply-irs-ein.us/>
- Your business entity must also be legally formed, and the business name registered with the Missouri Secretary of State.
Follow this link to register your business: <https://www.sos.mo.gov/business>
- You will also need a state Tax ID number if your business is required to collect sales or other taxes.
Follow this link to do both: <https://dor.mo.gov/registerbusiness/>
- Some professions and types of professionals must obtain a state license in order to operate in Missouri.
Follow this link for more information: <https://pr.mo.gov/>
- A new business packet with detailed information can be obtained from the State of Missouri New Business Assistance Center at <https://openforbiz.mo.gov/contactus> or (800) 523-1434.
- Businesses are subject to business personal property and real property taxes on property owned in Jackson County. Call the County Assessor's office at (816) 881-4672 or email assessment@jacksongov.org with specific questions.

Change of Use Permit

- Depending on how the location of your business was previously used, you may be required to apply for a Change of Use permit, issued by the City's Building Inspection Division. This is the case when the proposed new business is different from the old. Example: the space was previously a retail store, and the new business is a restaurant; you will need a Change of Use permit. Apply online: <https://www.ci.independence.mo.us/ComDev/BuildingInspections> or contact the Building Inspections Division at blicenses@indepmo.org or (816) 325-7401 with specific questions.

Apply for a Business License:

Businesses operating within the city are required to have an annual business license. Business License fees are based upon the annual gross receipts of that business in Independence. The Regulated Industries Division of Community Development issues these licenses. To apply online visit: <https://www.ci.independence.mo.us/BusinessLicense/licenses>.

When you apply you will need to have the following in hand:

1. The businesses EIN
2. Missouri Tax ID number (if applicable)
3. Certify the business holds at least \$500,000 of general liability insurance

See next page for additional licenses and permits that may be required.

Other Business Process Changes

- Food Handler Classes moved online
 - Available in several different languages
- Improved communication between City and EDC
- Revising business license forms for ease of use
- Zoning Clearance Form

Liquor License Code Changes

- Background
 - Chapter 2 – Alcoholic Beverages – established 1970
 - 37 amendments over the years
 - Duplicate and sometimes contradicting regulations
- Summer 2020 – Began review of Chapter 2 – Alcoholic Beverages
 - Compared to peer communities and Missouri State Statutes and liquor regulations.

Liquor License Code Changes

- Reorganized the Chapter
- Updated Regulations to Match State Statutes
- Reduced the Number of Licenses
- Sunday Sales and Tasting Permit
- License Fees
- Modified process for Change of Ownership
- Modified and Clarified the Process

Reorganized Chapter

- Consolidated definitions and general provisions into 1 section for ease of use.
- Duplicate and contradicting regulations in different sections
- These were corrected

Updated Regulations to State Statutes

- In last 10 years, State legislature made changes to 38 sections of the liquor regulations.
- City made 37 amendments in 50 years.
- Several regulations were in conflict with State Statutes
 - These were corrected and reference was made to the specific State Statute section

Reduced Number of Licenses

- Currently – 48 Licenses
 - Many of these didn't correlate to Licenses offered by State
- Reduced to 23 Licenses
 - These are correlated to Licenses offered by State
- Additionally, Code change adds general perimeters for that license
 - Hours of operations
 - Activities allowed (e.g., Sunday Sales or Tasting Permit)
 - Any Restrictions on the number of licenses

Sunday Sales and Tasting Permits

- Sunday Sales and Tasting Permits handled the same way as the State
- These would be administratively approved
- There are some licenses that include Sunday sales with the license
 - License for selling beer in original package
 - License for selling beer by the drink

License Fees

- Current – Requires full fee regardless when the license application is submitted
- Proposed ordinance prorates the fee:
 - Full fee – when license application is made or approved before December 31st
 - Half fee – when license application is made between January 1st and March 30th
 - April 1st and June 30th – Full fee is charged but the expiration date is June 30th the following year.

Modified Process Change of Ownership

- Current – Any change in ownership requires City Council approval
- Proposed ordinance:
 - City Council approval required when more than 25% change in ownership
 - Administrative approval for 25% or less change in ownership

Modified and Clarified Process

- Current Process:
 - City Council approval of all liquor licenses (including a transfer of license, expansion of an existing premise and change of ownership) following a public hearing.
 - 2/3 majority of City Council is required when license is less than 300 feet from residential, church or school.
 - Requires public hearing and notice but it doesn't specify timing of mailed notices, the notification requirement or how that is measured.

Modified Process cont.

- Proposed Process:
 - City Council approval only when the licensed premise is within 300 feet of residential property, a church or a school.
 - This requires a public hearing by the City Council following notification, etc.
 - If the licensed premise is greater than 300 feet from residential property, a church or a school, the license can be administratively approved.

Modified Process cont.

- Proposed Process:
 - Wholesale and Manufacturing license types are administratively approved.
 - Sunday Sales – add on to a license
 - Removed the 2/3 majority vote by City Council when license is less than 300 feet from residential, church or school.

Clarified Process cont.

- Proposed Clarification:
 - Public Hearing Notice
 - Specifies timing – 10 calendar days
 - Specifies notification distance and how it is measured.
 - 300 feet
 - Measured from license premise to property line.

Next Steps

- 2nd Reading on proposed changes – March 1st
- Revision to Liquor License Fees – March 1st
- Revised Liquor License Application
 - More simplified and clearer application

Questions...

INDEPENDENCE
★ MISSOURI ★ SM

A GREAT AMERICAN STORY  SM